

Building and Development Director

The Town of Griffith is seeking an individual to serve in the newly created position of Building and Development Director. The ideal candidate will be a professional with experience in building codes and inspection, zoning and planning, municipal permitting, licensing, review and development of comprehensive land use plans, state and federal regulations, economic development activities and must also have the ability to manage the department and its staff. The Building and Development Director will report to the Griffith Town Council.

Essential Duties and Responsibilities

Will administer activities of the Building Department which include:

- Administrative and work site inspection pertaining to interpretation and enforcement of all land, building, and zoning related codes
- Ensures that all new development in the Town meets town, state, and federal development and environmental requirements
- Provide proactive, professional services to citizens and contractors seeking construction and building permits in the town
- Ensure the smooth operation of the Griffith Plan Commission and Board of Zoning Appeals. Required to attend monthly meetings
- Coordinate proper government and regulatory reporting
- Coordinate flood control and MS4 activities
- Assist in economic development for new and existing business inquiries
- Identify potential new businesses and existing parcels in town that are suitable for development or redevelopment
- Work with and attend meetings of the Redevelopment and Economic Development Commissions
- Work with the Police and Fire Departments to identify and correct issues related to unsafe or abandoned buildings, as well as, buildings in violation of Griffith Town Code
- Ability to take on new assignments and adapt to versatile environment
- Advise the Griffith Town Council of any necessary revisions or corrections to the municipal building codes and regulations

Qualifications and Experience

- Thorough knowledge of building, plumbing, electrical, HVAC, mechanical and general municipal codes
- Ability to perform and document building related inspections
- Computer and Microsoft Office literate and able to utilize proprietary software
- Ability to read blueprints and communicate effectively with engineers
- Ability to understand economic development at the municipal level including but not limited to general development, redevelopment, TIF Areas and other facets

Mandatory Requirements

- Must be able to represent the town in a professional manner in all dealings with the public and must be available some evenings or mornings for meetings, as well as, potential weekend work.
- Must be able to pass a thorough background investigation and job behavioral analysis
- Must maintain a level of physical and mental fitness necessary to perform the required duties of the position
- Must have and maintain a valid Indiana driver's license and a driving record acceptable to the town's insurance carrier
- Must portray and initiate a quality customer service attitude throughout the department

DEADLINE TO SUBMIT A RESUME OR APPLICATION IS FEBRUARY 17th, 2015 Qualified applicants may submit their resume and a minimum of three references with salary requirements to:

HR Recruiting
Town of Griffith
111 N Broad St
Griffith, IN 46319

OR email to HRRecruiting@griffith.in.gov

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

